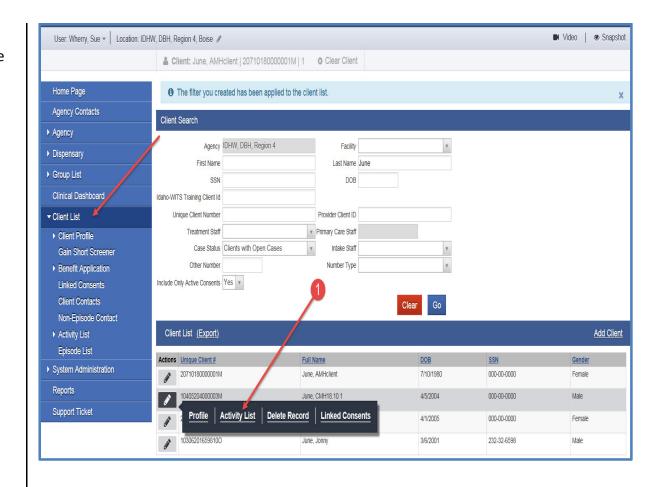
## **Dispensary Ordering**

**Changes to Dispensary Module and Ordering Screens:** 

- Allow the Prescriber to authorize refills for an order.
- Ability to enter a prescription expiration date different from the Medication expiration date.
- Each prescription is assigned a unique RX number.
- The user dispensing the medication can now dispense authorized refills for the prescription.

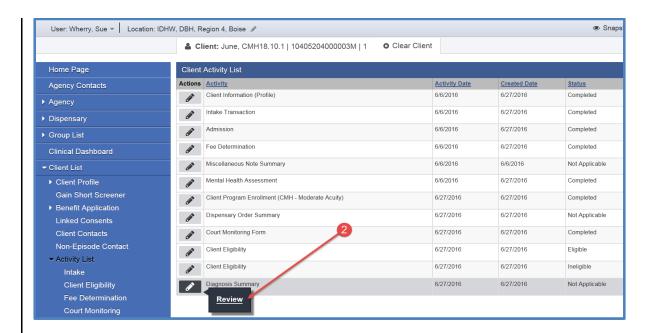
1. Getting here: Login, click <u>Client List</u> on the Navigation Pane (left menu) to generate the Client Search Screen, locate the client name and hover over under Actions and click **Activity List**.

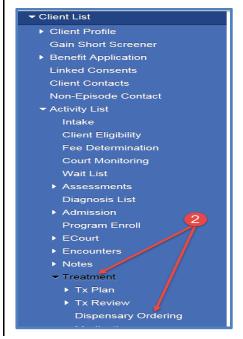


- **2.** There are 2 ways to access the client's <u>Dispensary ordering list</u>:
  - a. On the activity list, hover over the next to <u>Dispensary Order</u>
    Summary, and click <u>Review</u>.

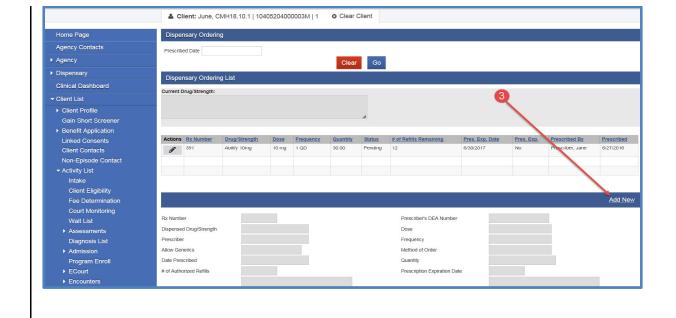
OR

b. On the Navigation Pane (left menu)
 click <u>Treatment</u> and <u>Dispensary</u>
 <u>Ordering</u>.

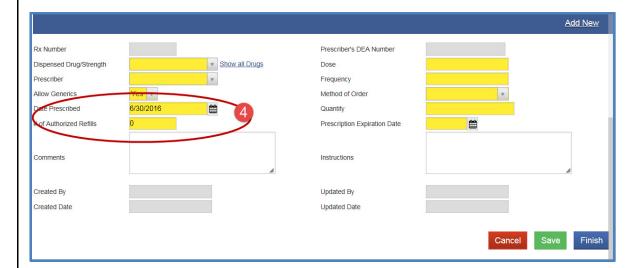




**3.** On the Dispensary Ordering screen, Click **Add New.** 



**4.** The <u>Date Prescribed</u> will populate with 'Today's date' and <u># of Authorized Refills</u> defaults to 0.



**5.** Complete/update all required (yellow) fields.

NOTE: According to IDAPA a prescription expiration date must not exceed 15 months.

**6.** Enter <u>instructions</u> for taking the medication. This information will print on the label.

NOTE: Information entered in the Comments field does NOT print on the label.

7. Click Save and Finish.

